

LANXESS, LAW AND PATENTS
RCE CHECKLIST

STEP	COMPLETED
Obtain administrative documents needed for filing: (1) RCE Form - PTO SB 30 ¹ , ✓ (2) Form PTO 2038 (Credit Card). Assure that Anne signs (3) Credit Card Communication (for charging extra or refund to dep. acct.) (4) EXTENSION OF TIME (if needed) 1 Y/N ✓ (5) AMENDMENT/RESPONSE OR IDS ✗ (6) FAX COVER SHEET (if faxing)	✓
<u>IF MAILING</u> Post Card (Put Stamp on) <u>PREPARE envelope, address MAIL STOP RCE</u>	
<u>PREPARE FOR ATTORNEY: Assemble</u> 1. administrative documents (1) PTO SB 30 (2 copies to PTO if mailing & 1 copy to the FILE – attorney signs , 1 copy to CLIENT – no attorney signs) (2) Form PTO 2038 (Credit Card) (1 copy for file and 1 signed copy for Anne) (3) Credit Card Communication to authorize underpayment be deducted from Deposit Account. (4) Extension of time (if mailing - 3 copies to PTO, except faxing 1 copy) – attorney signs, (1 copy to the FILE – attorney signs , NO copy to CLIENT) (4) Amendment (1 copy to PTO) (1 copy to the FILE – attorney signs , 1 copy to CLIENT – no attorney signs) If submission is an IDS then use PTO 1449 and IDS statement	
<u>After faxing, circle number of pages on cover sheet and USPTO Auto-</u>	

¹ (obtain any from below

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and choose PTO and PCT Forms

2. pto SB 30.bfd

3. Bookmarks/Lexis Nexis on Bayernet

Reply. Initial Also. Give to Attorney for Review.	
<u>Include this RCE CHECKLIST with materials.</u>	
RCE's can be filed by FAX or mail. Send to CLIENT ² Take complete file to Docketing	

S:\LANXESS SMARTLIST\RCE\checklist and information.doc

² Lanxess AG - give to Sue to mail

**LANXESS Corporation**RECEIVED
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APR - 5 2006

Fax Coversheet

Date:	April 4, 2006	Number of pages (including this page):	6
To:	GROUP NO.: 1713	From:	Jennifer R. Seng
Company:	USPTO	Div/Dept.:	Law/Intellectual Property
Fax:	571-273-8300	Fax:	412-809-1054
Phone:		Phone:	412-809-2233

DOCKET NO.: PO-7800/LeA 36,356
SERIAL NO.: 10/667,980

Please find a copy of a Request for Continued Examination (RCE), Communication, PTO-2038 and Petition for Extension of Time.

If you have any questions please call.

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